

**Job Location:** 400 Deaderick Street – Nashville TN 37243

## **Training Officer 2/Videographer – Learning and Professional Development**

The Department of Human Services (DHS) mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Technology team collaborates with and services internal stakeholders to design and develop technology based options for mandated program training, leadership and professional development programs supporting desired talent and Mission outcomes.

As part of the learning and professional development training team, this position may be asked to serve on the Department's e-learning development team, providing online/virtual learning experiences for all DHS staff.

### **Position Responsibilities:**

- Produce film and edit video content
- Work with internal and external clients
- Setup and capture great shots
- Edit video projects using Adobe Premier Pro
- Input music, dialogues, graphics and effects
- Audio narration/editing
- Photography

### **Position Requirements:**

- Bachelor's degree related to Video Editing, Videography, etc. or other courses related to video production
- Minimum of 3 years of directly related experience
- Knowledge of videography principles and the creative process
- Knowledge of trends in video production and photography
- Experience shooting video; competence in visual composition and solid operating skills with a variety of audio and video equipment
- Strong computer skills: Proficiency in Adobe Creative Suite (Specially Premier Pro, Photoshop, After Effects, Audition) and digital management tools; or other best practice tools associated with this role and profession
- Artistic and strong story-telling skills
- The ability to video a variety of subjects, scenes and events to support various communication mediums, demonstrated skills in audio and video editing.

### **Competencies:**

- Exceptional customer service skills and effective presentation skills
- Strategic understanding of business and customer goals
- Ability to balance multiple priorities and meet deadlines in a fast-paced and diverse work environment

- Presentation Skills – Is effective in a variety of formal presentation settings
- Innovation Management – Is good at bringing the creative ideas of others to the agency

**Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/topic/benefits>

**How to Apply:**

- Please submit resume, cover letter outlining your related experience and reel or Video Portfolio to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov)

All email submissions must include in the subject line: Training Officer 2/ Videographer – Learning and Professional Development

\*You will also need to complete an application on the State of Tennessee website.

Any position could ultimately be designated as work from home, mobile work or flex address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*